



ANAS NK

ACCOUNTANT

CONTACT



+971 50 911 8165



anashassan138@gmail.com



ABUDHABI - UAE

Visa Status : Residence Visa

Driving License : Valid UAE Driving License

EDUCATION

2013 - 2016

BACHELOR OF COMMERCE

University of Calicut

2016 - 2017

**DIPLOMA IN INDIAN & FOREIGN
ACCOUNTING**

SKILLS & EXPERTISE

- Tally
- Quick Books
- Peach Tree
- Microsoft Office
- Arabic Typing

PROFILE INFO

A professional, resourceful and dedicated Accountant with 3+ years of work experience in complete accounting, treasury, managing team, audit support, reconciliation, accounts payables and receivables. Strong analytical skills and a serious work ethic bringing forth excellent organizational abilities, multitasking skills and the drive to conquer goals. Adept at working well with others and committing myself as a positive team player.

WORK EXPERIENCE

ACCOUNTANT

DEC 2021 - PRESENT

POPULAR AUTO PARTS - ABU DHABI

- Reconciliation of Vendor's ledgers with Company's Ledger.
- Preparation of Purchase order completion report.
- Screening and posting of all purchase invoices.
- Posting of Online company sales on daily basis.
- Reconciliation of Online sales with deposits.
- Liaising with banks regarding clearance of cheques on daily basis.
- Preparation of Marketing Budget vs Actual Variance analysis.
- Maintaining Creditor aging sheet on daily basis for payment plan.
- Any other task given by management.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Maintaining historical records.
- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies.

ACCOUNTANT (Tax Practitioner)

NOV 2018- DEC 2019

JOY ASSOCIATES - INDIA

- Register all tax types.
- Prepare and file tax returns for individuals as well as all types of businesses.
- Prepare and file employee returns.
- Prepare and file VAT returns.

AREAS OF STRENGTH

- Good communication and interpersonal skills.
- Creative Thinking and Dedicated.
- Efficient to task risk.
- Time management skills.

PERSONAL DETAILS

Date of Birth : 13/10/1995
Nationality : Indian
Marital Status : Single
Address : Abu Dhabi, UAE

PASSPORT DETAILS

Passport No : L8124318
Date of Issue : 27/03/2014
Date of Expiry : 26/03/2024
Place of Issue : Cochin

LANGUAGE

Malayalam : Native language
English : Fluent (Reading, Writing, Speaking)
Hindi : Fluent (Speaking, Writing, Reading)
Arabic : Fluent (Reading, Writing)

DECLARATION

I hereby declare that all the above furnished details are correct to the best of my knowledge.

PLACE :

ANAS N K

DATE :